

## **2019-2020 Addendum III:**

### **Initial Concept Packet Guidance**

The Addendum III review committee will meet with and review any permanent supportive housing development submissions that have not previously been reviewed by the Addendum III review committee or that have made significant changes to the project or Addendum III since they last met with the Addendum III review committee. The Addendum III review committee reserves the right to meet more than once with a particular development team, if it is deemed necessary.

These meetings will take place prior to the funding round and are not intended to provide Addendum III approval but to provide feedback on key components that can help with the Addendum III submission. They provide an opportunity for the Applicant and his/her team to receive technical assistance in conceptualizing the project and assuring that key components are included.

In order to have productive conversations at the Addendum III review meeting, please have the following Initial Concept Packet sent **electronically** to Elizabeth Rademacher:

- A short narrative outlining the development team, service providers, location of the project, number and breakdown of the units, populations served, services provided, and service funding sources;
- A map of the proposed development and site plan;
- A draft Addendum III Funding Analysis;
- Local municipality Data Match outline, if applicable;
- Information about the initial CoC meeting;
- A draft Memorandum of Understanding, if applicable;
- A draft Tenant Selection Plan, if applicable;
- A draft Service Coordination Plan, if applicable.

If the targeted populations include a Data Match list population, the Data Match must be identified in the CoC's Coordinated Entry policies and prioritization process. Information available at the initial concept meeting should include the Data Match populations, who is compiling the Data Match, how referrals and prioritization will work, a rough number of people that would be on a current waiting list, and other information that will help the review committee understand the population and processes.

For projects planning to create Sober Housing, please also make sure the information provided includes information describing the service team, how the courts will be involved, what the referral process looks like, etc.

The timeline in the QAP highlights the date by which applicants must submit their initial concept packet.